

Release Date: November 13, 2007
Closing Date for comment: November 30, 2007
(12.15pm Nairobi time)

Subject: Pre-Solicitation Notice # 623-KE-08-009, entitled “Draft Requirements of the USAID Orphans and Vulnerable Children Scholarships Program in Kenya”

Dear interested parties:

This is to inform you that USAID has released the draft statement of work for the “USAID Orphans and Vulnerable Children Scholarships Program in Kenya” for your review and comments. Comments must be provided no later than Friday, November 30, 2007, 12.15 pm (Kenya time) via email to codonnell@usaid.gov, fkavulu@usaid.gov and cafrica@usaid.gov.

The draft statement of work may be found at <http://www.usaid.gov/ke> under “Business and Procurement” sub link. In summary, the purpose of the pending requirement is to administer an \$8.0 million scholarship fund for orphans and vulnerable children due to HIV/AIDS pandemic in Kenya.

The period of performance is 5 years. The complete RFP in draft form should be released in the near future.

Sincerely

Christopher D. O'Donnell
Regional Contracting Officer

STATEMENT OF WORK TO ADMINISTER PEPFAR SCHOLARSHIPS TO ORPHANS AND VULNERABLE CHILDREN

I. BACKGROUND

The HIV/AIDS epidemic has devastated Sub-Saharan Africa leaving millions of Africans living with the disease as well as millions of HIV/AIDS orphans. Education advancement has been greatly weakened as a result of AIDS related problems, foremost being a major increase in poverty levels and inability to pay school fees. In the “Education Sector Policy for HIV and AIDS” launched by the Kenya Ministry of Education in September 2004, it states that “the sector and its institutions are expected, as much as possible, to assist OVCs, learners who are ill or with special needs so that they are able to continue with their education”. Therefore, in order to encourage education institutions to assist children orphaned due to HIV/AIDS pandemic to complete their education, and with the belief that such education will help reduce the risk of infection, USAID will award school scholarships to qualified students. The scholarships will cover tuition fees, registration fees, basic stationery, textbooks, school, boarding cost, examination and research fees where applicable, cost of practicum, and other miscellaneous costs such as transport, medical fee, activity, and stipend for the academic years 2008-2012. The fund however does not cover international travel and inpatient costs.

II. STATEMENT OF WORK

2.1 Objective of the program

The objective of this program is to increase access to quality secondary and higher education opportunities for children orphaned and vulnerable due to HIV/AIDS pandemic.

The contractor will manage a scholarship fund valued at \$8.0 million over five years. The fund may include disbursement for tuition, registration, basic stationery, text books, school boarding costs, examinations and research fees. When applicable, cost of practicum and other miscellaneous costs, such as transport, medical fee and stipend for the academic years 2008-12 may be reimbursed.

As the Kenyan Ministry of Education policy continues to change and costs of secondary education are funded by the GOK, the types of costs and scholarships may change accordingly.

2.2 Purpose

The overall purpose of this activity is to ensure payment of secondary school, technical and tertiary school fees for Kenyan orphans and vulnerable children whose families have been affected by the HIV/AIDS pandemic and have lost one or both of the principal breadwinners. In addition the contractor will be expected to link up with the AIDS

Population and Health Integrated Assistance (APHIA II) programs in the country so that the target beneficiaries also receive health, HIV/AIDS prevention and psychosocial support. Each province in Kenya has a lead APHIA II partner and the contractor will be expected to establish linkages with each APHIA II lead partner that the OVCs can receive additional support.

2.3 Contractors tasks

To achieve this objective the following specific tasks will be under taken.

- 1) Currently USAID is supporting 1,600 OVCs through a contract signed on December 6, 2005. Out of that total, about 800 OVCs will be in school in 2008. These OVCs will continue to be supported by the existing contract up to December 2008 when the current contract expires. By 2009 about 600 OVCs will still be in school. The contractor is expected to manage remaining students when the current contract expires on December 31, 2008. In November/December 2008 the contractor will visit all the schools where continuing students are enrolled to assess the students' performance and attendance for the school year 2008 ; obtain the fees schedules for the 2009 school year and find out if the school will purchase the books, uniforms, boarding and school supplies for the scholarship recipients. If the student has missed more than forty five percent of the lessons the contractor will ascertain the reasons for the absences and inform USAID Cognizant Technical Officer immediately prior to disbursement of the funds for any such students. The contractor will disburse school fees for 2009 academic year for all continuing USAID scholarship recipients who are yet to complete secondary or tertiary level of technical training. Fees disbursement for this group will continue until all the students have finished school/education institution. As part of the monitoring program once the scholarships are awarded periodic monitoring visits will be made to the schools to assess the student level of performance and attendance.
- 2) In 2008, 2009 and 2010, USAID Kenya will provide an approved list of 1,000 new students estimated every academic year to the contractor. The contractor will perform the same tasks described in section I above until all the newly selected students have finished school.
- 3) At the beginning of each academic year, the contractor will obtain signed receipts from the school in which the school agrees to the following:
 - a) Records of all the disbursements hereunder shall be kept for a period of three years after the date of this award and will be made available to USAID or its representative for review any time during the said period;
 - b) At Contractor's request the university shall refund to USAID any funds provided hereunder the use of which USAID might determine do not meet the requirements of this scholarship;

- c) The scholarship beneficiaries shall not receive any other donor funding for the entire period of the scholarship program;
 - d) In the event the scholarship beneficiary's attendance is not in accordance with the school policy, the school will notify the Contractor who will in turn inform USAID within ten days from the time the absence becomes a violation;
 - e) In the event the scholarship beneficiary leaves school without finishing, the school shall return to USAID the unused money.
- 4) At the beginning of each school year, the Contractor will compile a list of scholarships beneficiaries that includes student's names and schools by district and submit this to the USAID/CTO, Ministry of Education and Ministry of Home Affairs through the District Education Officer and District Children Officer.

III. COORDINATION AND MANAGEMENT

Since USAID is awarding into this contract to carry out activities under the President's Emergency Plan for AIDS Relief and to benefit orphans and vulnerable children in Kenya, the Contracting Officer and CTO will work with the Contractor to ensure coordination with relevant USG and Kenyan agencies. USAID and Contractor, working with the Ministry of Education will be responsible for identification of the scholarship beneficiaries. Final list of the beneficiaries will be forwarded to USAID Kenya for approval. The approved list will be shared with the Ministry of Education and Ministry of Home Affairs.

Joint monitoring exercise between the Contractor and USAID will be held every term after which quarterly review meetings will be convened. The Contractor will be expected to provide quarterly progress report to USAID. In order to ensure coordination with other orphan activities carried out by the Government of Kenya, USAID will ensure that the Contractor presents this activity to the Interagency Task Team (ITT) on orphans, and other relevant coordinating bodies, as appropriate. In addition the Contractor will be expected to establish linkages with all the APHIA II programs in the country so that the beneficiaries can receive additional services through the APHIA II programs.

The scholarship beneficiaries will be selected using the following selection criteria:

- Applicants must be double or single orphans, and should be able to produce death certificates or burial permits(s) of the parents. In the absence of the required documentation the applicant's status as an orphan must confirmed by provincial administration.
- Be a needy student who is unable to pay school fees completely
- Applicant must be in good academic standing and have a good attendance records
- University level beneficiaries must have met the minimum Kenya's university entry requirement of C+ and above or equivalent qualification
- The beneficiaries must have an admission letter to an accredited public education institutions in Kenya

- Scholarship beneficiary must be willing to produce all the relevant academic certificates and testimonials
- The beneficiaries must not be benefiting from any other scholarship or bursary

The application forms will be available at the District Education Offices in all the districts and also in the USAID OVC website www.usaid-ovckenya.com. Scholarships will be distributed equitably in each district. The application forms will contain the selection criteria above. The District Education Officer will convene District Education Board meeting where the final list will be approved. During this meeting District Children Officer will also be represented. The list from the districts together with the minutes of the meeting will be forwarded to the Contractor who together with USAID, Ministry of Education and Ministry of Home Affairs representatives will verify authenticity of all the documents attached.

Evaluation criteria

A Technical

The proposal will be evaluated based on the following technical selection criteria:

I. Understanding of work to be accomplished - (40 points). The likelihood that the activities for which funding is sought will make a significant contribution towards achieving objectives and expected results identified in the statement of work

- Proposal is technically sound and reflects the best principles and practices of the education sector, is consistent with Kenya Education Sector Support Program (KESSP) HIV/AIDS investment plan (attached to RFP) and addresses the education needs of OVCs in Kenya.
- Proposal is feasible and can achieve its objectives as designed and with the level of funding and time period proposed
- Proposal has built in plan for long-term, social and economic sustainability
- Adds value to the current Mission portfolio and fosters innovative action in the education sector, including building synergies with existing USG investments and Kenya Education Sector Support Program (KESSP)

II. Organizational capability and experience-(20 points).The ability of the contactor to carry out the implementation of the program

- Offeror demonstrates depth and breath of experience in technical areas especially implementation of a complex scholarship program in Kenya
- Offeror has organizational experience of working with the Ministry of Education and other relevant Government departments in a complex scholarship program

III. Key personnel- (20 points).The technical and managerial quality of the project director and other key personnel

- Project Director demonstrates the following technical qualifications:
 - Experience managing complex and complicated education programs with time sensitive deliverables
 - Technical leadership and operational experience in programmatic areas discussed in the scope of work
 - Experience working with the Ministry of Education in Kenya
 - Experience in managing the administrative, contracting, hiring, recruitment, financial, and logistical aspects of the proposed contract; and appropriateness of the academic credentials
- Other key personnel demonstrate technical experience and expert qualification in all programmatic areas outline in the Scope of Work
 - Appropriateness of the academic qualification
 - Other key personnel demonstrates technical experience and expert qualification in all programmatic areas outlined in this Scope of work

IV. Past performance- (10 points). The evaluation will include:

- Quality of the product of service, including how cooperative and effective the Contractor was in solving the problems; timeliness of performance, including adherence to contract schedules, timely delivery of short time technical advisors, and effectiveness of home and field office management to make prompt decisions and ensure efficient operations of task
- Cost effectiveness in the management of similar programs
- Customer satisfaction, including timelines of disbursements, prompt and satisfactory correction of problems, and cooperative attitude in addressing challenges experienced
- Effectiveness of the key personnel, including appropriateness of the personnel for the job, and prompt changes or deliverables when problems were identified either by the contractor or by the client

V. Management plan (10 points)

- The offeror will submit a management plan that already articulates the following
 - Monitoring performance and attendance of the scholarship beneficiaries
 - Coordination with Ministry of Education and Ministry of Home Affairs
 - Reporting structure to USAID Kenya
 - Coordination with the USAID APHIA II program in Kenya